

Appendix G

NREL GUIDELINES FOR PREPARING A CONTRACTOR'S SAFETY PLAN

The following topics are suggested for inclusion in a contractor safety plan. Some topics may not be appropriate for inclusion depending on the scope of the individual project. Topics that NREL requires for all work are marked with an asterisk (*). Additional requirements may be established based on the hazards and scope of work. The safety plan may be presented in any written format.

1. HEADING INFORMATION (*)

- Name of contractor/company
- Effective date of plan
- Revision date of plan, if any
- Name and title of person(s) approving “the plan”, approval signatures required.

2. STATEMENT OF POLICY (*)

- Contractor's policy on Environment, Safety and Health
- Specific statement of intent to comply with the Code of Federal Regulations, Title 29, Part 1910, *General Industry Safety and Health Standards* and other applicable codes and standards
- Statement that all requirements of the safety plan apply to lower-tier subcontractors, if any
- Statement of employee's rights and responsibilities regarding a safe and healthful work environment in accordance with the work site OSH poster (i.e. “OSHA Poster” or equivalent).

3. ASSIGNMENT OF OSH RESPONSIBILITY (*)

- Name and title of person responsible for all OSH activities at the work site, generally the project superintendent
- Corporate chain of command for OSH matters
- Issuance of stop-work authority
- Point of contact for OSH information.

4. EMERGENCY PROCEDURES (*)

- Emergency notification procedures, including phone numbers
- First aid and medical information
- Fire and rescue
- Other type of emergencies, as appropriate
- Special arrangements for or with emergency response agencies.

5. ACCIDENTS (*)

- Reporting requirements
- Investigation
- Corrective actions.

6. HAZARD ANALYSIS

- Process used to identify hazards and implement controls. (Note: This process may not be necessary for small or routine projects. For larger projects having distinct phases with unique hazards, a hazard analysis process must be used to ensure that adequate controls are provided for each phase.)

7. OSH REQUIREMENTS AND PROCEDURES (*) (Including but not limited to the following, as appropriate for the specific project)

- Access Control
- Accident Reporting

- Alcohol and drugs
- Appropriate work clothing
- Bloodborne pathogens
- Compressed air equipment
- Compressed gas cylinders
- Confined space entry (NREL Confined Space Program)
- Cranes and rigging
- Electrical systems and equipment
- Emergency response, first aid, and medical services
- Erosion Control
- Fall protection (NREL Fall Protection Program)
- Fire prevention and response
- General rules and regulations
- Hand and power tools
- Hazard communication
- Hazardous waste
- Hazardous work permits (welding, confined space entry, etc)
- Hearing conservation
- Heavy equipment operations
- Housekeeping
- Industrial hygiene
- Ladders and scaffolds
- Lifting
- Lockout/Tagout (NREL LO/TO Program)
- Material handling
- Medical monitoring
- Motor vehicle operations
- Personal protective equipment
- Phase safety plans
- Powder actuated devices
- Radiation protection
- Signs and barricades
- Storm water discharge
- Storage Tanks
- Trenching and excavating
- Welding and cutting (NREL Hot Work Permit)
- Work site postings.

8. TRAINING

- Preproject requirements (i.e., fall protection, equipment operator's certifications, etc.)
- Jobsite safety orientation (*) (Required for NREL projects. May be amended to the existing contractor safety plan with NREL Contractor Safety Orientation form.)
- Periodic (e.g., weekly "tool box" sessions)
- Training records (Note: training may not be recognized if not properly documented.)

9. WORK SITE INSPECTIONS (*)

- Frequency (daily recommended)
- Reporting and correction of identified deficiencies
- Imminent danger / "stop work"
- Inspection records.

10. REFERENCES